

## SELF-SERVICE CENTER

### PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED THE PETITION FOR CHANGE OF CUSTODY, CHILD SUPPORT And PARENTING TIME ("VISITATION")

**1. Complete all required paperwork:**

*"Petition"*

*"Notice of Filing for Modification of Child Custody"*

*"Child Support Worksheet"* (also known as "Parents Worksheet for Child Support")

*"Affidavit Regarding Minor Children"* (Only required when the children have *resided* outside the state of Arizona at some time since the date of the last custody order).

**2. Make copies and file the papers with the Clerk of the Court:** Make **three (3) copies** of the paperwork you completed: one for you, one for the other party, and one for the Judge to be delivered 25 days after service (see #4, below).

Each set should contain the following documents:

**Originals:**

*"Petition"*

*"Notice of Filing for Modification of Child Custody"*

*"Child Support Worksheet"*

*"Affidavit Regarding Minor Children"* (if applicable)

**Your Copy:**

*"Petition"*

*"Notice of Filing for Modification of Child Custody"*

*"Child Support Worksheet"*

*"Affidavit Regarding Minor Children"* (if applicable)

**Other Party's Copy:**

*"Petition"*

*"Notice of Filing for Modification of Child Custody"*

*"Child Support Worksheet"*

*"Affidavit Regarding Minor Children"* (if applicable)

File the **original** documents and all the copies listed above with the Clerk of the Court at the filing counter. Ask the clerk to stamp the extra copies for you too. These are called "conformed" copies.

**THE FILING FEE**, as of January 1, 1998, is **\$61.00**. There may be other charges including an "appearance fee" if this is the first time you have filed papers in this case. If you cannot pay these amounts, they may be deferred or waived (if you qualify). The Self-Service Center and the Clerk of the Court have the necessary forms to ask for a waiver or deferral.

**3. Serve the papers on the other party:** You must arrange for the documents to be *served* on the other party, that is, to have the papers delivered in a manner required or acceptable to the Court. The Self-Service Center's **"Service"** packets contain forms and instructions on how to properly serve court papers.

**4. At least 25 days after the other party was served or signed the "Acceptance of Service", file the "Request for Order Granting or Denying a Hearing."** Provide a copy of the **"Request"**, the **"Petition"**, **"Notice of Filing for Modification of Child Custody"**, **"Child Support Worksheet"**, and the **"Affidavit Regarding Minor Children"** (if required) **to the Judge** assigned to your case and send a copy of the **"Request for Order Granting or Denying Hearing"** to the other party.

**5. The Judge will either** approve or deny your request for a hearing. You will receive a notice in the mail with the Judge's decision. If a hearing is ordered, the notice will contain information about the date, time, and location of the hearing.